



# Meeting Summary

## **Project Management Methodology Group** **Meeting Minutes**

**DAY:** 12/11/2006  
**TIME:** 9:00 am – 10:00 am  
**LOCATION:** 3900 Wake Forest Road – 39A

<b>Meeting Called By:</b>	Alisa Cutler	
<b>Meeting Purpose:</b>	Discuss proposed documents	
<b>Attendees:</b> ✓ attended in person ☎ attended by phone	✓ EPMO - Alisa Cutler ITS - Glen Poplawski DPI - Annette Murphy SOS - Jim McManus ITS - Tim Walters	DOR - Barbara Bostian DOR - Janet Flanders ✓ DHHS - Charles Fraley DOT - Vicky Kumar
<b>Meeting Documents:</b>	NA	
<b>Attachments:</b>	NA	

## **Key Points Discussed**

1	Outline for class materials <ul style="list-style-type: none"> <li>◆ PMMG Mission - Alisa</li> <li>◆ Overview - Alisa</li> <li>◆ PMMG Objective - Alisa</li> <li>◆ Approach - TBD</li> <li>◆ Template - TBD</li> <li>◆ Map to PPMT - Glen</li> <li>◆ Calculations - Alisa</li> <li>◆ Links to supporting documents - Alisa</li> <li>◆ Lessons Learned from Pilot - Tim</li> <li>◆ PDU Info - Alisa</li> </ul>
2	Training Materials <ul style="list-style-type: none"> <li>◆ The draft presentation was sent to the group. Looking for feedback.</li> <li>◆ UMT has a resource tab that will be available with the next release of the PPMT. ON 12/18 Jim Tulenko will be doing a presentation to the group on the resource tab. The new resource tab ties very closely with the Resource &amp; Cost Worksheet that the Methodology Group has come up with. We will need to include the PPMT Resource Tab in our training materials.</li> </ul>
3	Materials from the Methodology Group <ul style="list-style-type: none"> <li>◆ Meeting Minutes and other documents from the Methodology Group will be published on the EPMO website. Alisa is working with the appropriate resources to get this in process.</li> </ul>
4	Requirements Gathering Class <ul style="list-style-type: none"> <li>◆ The class was good and the EPMO received good feedback.</li> <li>◆ John McShane will determine the mechanism on how to distribute the templates.</li> </ul>
5	Rate structure update <ul style="list-style-type: none"> <li>◆ EPMO has a meeting with OSBM on 12/11/06 to discuss.</li> </ul>
6	Meeting schedule <ul style="list-style-type: none"> <li>◆ No meeting on 12/25/06.</li> <li>◆ No meeting on 1/1/07.</li> </ul>

	♦ No meeting on 1/15/07.
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## **Issues**

1	Need participation from the agencies.
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## **Action Items**

1	Alisa - working with OSBM to establish a blended rate for all positions on IT projects.
2	Alisa – working on power point presentation.
3	Team - working on materials for the class. Need a volunteer for the TBD's.
4	Team – review the presentation and provide feedback.